



# St. Lawrence High School

*A Jesuit Christian Minority Institution*



**Answer Key 23**

**Class: XII**

**Sub: Costing & Taxation**

**Chapter: Unit II: Cost of Labour**

**Topic: Timekeeping Method 2**

**F.M.: 15**

**Date: 24/06/2020**

**Choose the correct alternatives:**

**1 x 15 =15**

1. Dial time recorder is the  
**(a) mechanical method;** (b) manual method; (c) human method; (d) none of these.
2. Number of holes in the dial are  
(a) around 100; (b) around 200; **(c) around 150;** (d) none of these.
3. Employees attendance is taken on the basis of their  
(a) roll no.; **(b) identification no.;** (c) face no.; (d) none of these.
4. Arrival and departure time of the employees are recorded in \_\_\_\_\_ under dial time record method.  
**(a) paper;** (b) metallic plate; (c) machine memory; (d) none of these.
5. Dial time record method is  
**(a) fast;** (b) slow; (c) medium; (d) none of these.
6. Payroll is required to compute  
(a) salary; (b) wage; (c) remuneration; **(d) all of these.**
7. Dial time record method  
**(a) reduces clerical cost;** (b) increases clerical cost; (c) keeps same clerical cost; (d) none of these.
8. At the time of departure, dial time record method is  
**(a) used;** (b) not used; (c) rarely used; (d) none of these.
9. Dial time record method  
(a) maximises errors; **(b) minimises errors;** (c) not makes any effort to control errors; (d) none of these.
10. The capacity of dial time record method is  
(a) flexible; **(b) limited;** (c) unlimited; (d) none of these.
11. If key time record method is followed then there is  
(a) scope of no dispute; **(b) scope of dispute;** (c) always dispute; (d) none of these.
12. Key time record method can make  
(a) clerical error; **(b) mechanical error;** (c) no error; (d) none of these.
13. Under key time record method  
(a) dials are there; **(b) key holes are there;** (c) no holes are there; (d) none of these.
14. Under key hole system  
(a) insert keys; (b) turn keys; **(c) insert and turn keys;** (d) none of these.
15. Key time record method helps in  
(a) quick time-keeping; (b) minimising errors; (c) helps in preparing payroll; **(d) all of these.**

Compiled by  
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